

**BY ORDER OF THE SECRETARY OF THE
AIR FORCE**

AIR FORCE INSTRUCTION 24-101

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AIR FORCE MATERIEL COMMAND

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Transportation

PASSENGER MOVEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFRD 24-1, *Personnel Movement*. It provides guidance and procedures for moving Air Force personnel and for issuing and processing travel documents for Air Force personnel. Use this instruction with the *Joint Federal Travel Regulation* (JFTR); the *Joint Travel Regulation* (JTR); AFJI 24-211, *Defense Traffic Management Regulation* (formerly AFR 75-2); and DoD 4515.13-R, *Air Transportation Eligibility*. Use this AFI for guidance on arranging official transportation, controlling personnel movement, and tracking travel costs. These procedures apply to all Air Force-sponsored official travel and transportation chargeable to appropriated or nonappropriated funds. MAJCOMs and FOAs may supplement this AFI when HQ USAF/LGTT gives approval. This publication has been reviewed by the Per Diem, Travel, and Transportation Allowance Committee in accordance with DoDD 5154.29, dated 29 March 1993, as PDTATAC Case 950619.

(AFMC) This supplement does not apply to the Air National Guard or US Air Force Reserve units and members. All references to AFJI 24-211 should be replaced by DoD 4500.9-R, *Defense Transportation Regulation, Part I, Passenger Movement*.

SUMMARY OF REVISIONS

Separates transportation policy from relocation policy; expand travel guidelines; changes the format, incorporates new entitlements, procedures, and processes; incorporates government travel charge card; tells how to use unique control numbers for Air Mobility Command (AMC) travel; states how to request exceptions to transportation policy, and it provides for commercial travel office operations at Air Force bases. A | denotes current changes.

(AFMC) Refer to asterisked items.

AFI 24-101, 1 October 1995, is supplemented as follows:

Chapter 1

PLANNING CONSIDERATIONS

1.1. Overview. This AFI provides guidance and procedures for all Air Force levels to arrange transportation to support Air Force operations worldwide. AFJI 24-211, *Defense Traffic Management Regulations (DTMR)*, takes precedence over this AFI when contradictions arise in CONUS between the two instructions.

1.2. Making Travel Arrangements. Traffic management personnel make official travel arrangements and provide reservations and ticketing for Air Force personnel when travel orders authorize travel and transportation. The primary consideration for arranging travel is to satisfy the traveler's mission requirement at the lowest overall cost. Each traveler, including infants, gets a seat on transportation conveyances.

1.2.1. (Added-AFMC) General Services Administration (GSA) City-Pair Air Fares . The use of GSA city-pair air fares is mandatory except where deviations are permitted under the rules contained in the contractual arrangement. If the traveler states that the city-pair fare does not meet mission requirements, another routing will be provided and the passenger name record (PNR) will be annotated with the rule which permits nonuse. The Traffic Management Officer (TMO) will send a copy of the annotated PNR to the traveler's orders-issuing authority or call if there is less than 24 hours before the traveler is scheduled to depart.

1.2.1.1. (Added-AFMC) The following statement must be stamped or printed on each PNR, or printed on a brightly-colored notice and stapled to the traveler's copy of the PNR, for each ticket issued using a GSA city-pair air fare:

This ticket was issued under a contractual arrangement between DoD and the airline shown on the ticket. You are not authorized to exchange this ticket to fly on a different airline solely as a matter of individual preference. Tickets may only be exchanged when necessary, to accomplish the mission.

1.2.2. (Added-AFMC) Super-Saver Fares . These fares should be offered to travelers whose dates of travel permit their use. The traveler must be provided a complete explanation of the adverse consequences of using a super-saver fare. If used in lieu of a GSA city-pair because they are less costly, the city-pair airline must be used unless another airline's super-saver fare costs less than both the city-pair and the super-saver on the city-pair airline.

1.2.3. (Added-AFMC) Mixed Travel . Commercial tickets at government fares can be provided for portions of official travel as long as the cost is equal to or less than the cost of authorized travel. Do not provide commercial tickets at government fares for more than the cost of authorized travel and allow the member to pay the difference. This includes originating or terminating at locations other than the traveler's duty station or temporary duty (TDY) location. This is permitted to accommodate mixtures of commercial air with other modes of travel (i.e., military air, privately-owned vehicle, personally-procured transportation, etc.).

1.2.4. (Added-AFMC) Commercial Airline Routing . Use of discount fares, circuitous routings, joint fares, etc., is mandatory when they are less costly and don't significantly inconvenience travelers. Significant inconvenience is defined as aircraft/airline changes in excess of two, increase in total travel time by 25 percent or more, departure or arrival outside the 0700 to 1700 time period, and lay-

overs in excess of two hours. (NOTE: These are only guidelines and cannot be used to avoid the use of GSA contract city-pair fares.) The use of these fares should be abandoned when knowledge of the traveler's destination indicates that additional off-setting costs will be incurred (i.e., closure of motor pool requires use of taxi, etc.). If a traveler declines the lowest cost routing provided by the commercial travel office (CTO), the PNR will be annotated with the fare for the lowest cost routing and the reason for not using that routing. The TMO or CTO must provide feedback to travel issuing authorities about travelers nonuse of the least costly air fares.

1.2.5. (Added-AFMC) Airline Fare Quotes . The CTO will quote the least costly GSA city-pair fare, if available, or government fare in response to requests for travel costs. The quoted fare should be the one which would have been used at the time the inquiry is made, including a nonrefundable fare, if the use of such a fare would have been approved by the orders-issuing authority. The quoted fare should reflect the discounted price the government would pay the CTO for a ticket.

1.2.6. (Added-AFMC) Verbal Orders . When commercial transportation is furnished to personnel traveling in a duty status on verbal orders, the travel office will:

- Obtain the necessary fund citation by telephone.
- Issue an individual SF Form 1169, **US Government Transportation Request**, even when local payment procedures are used by the travel office.
- Suspend the Financial Services Office (FSO) copy of the SF Form 1169 for five workdays and advise both the member and orders-issuing authority of this date.
- If orders confirming travel are not received by the close of business on the 5th workday after issuance, send a message to the orders-issuing authority requesting a copy of the confirming order and advise the FSO of the travel performed by the member.
- Follow-up at not less than intervals of 10 workdays until the order is received. The second and third follow-up requests will info the major command (MAJCOM) of the orders-issuing authority and HQ AFMC/LGTT.

1.3. Commercial Water Travel Beyond CONUS. Traffic management personnel arrange for, and travelers, use ships registered under United States (US) laws. Do not use premium-class accommodations. On ships with two or more accommodation classes, use the lowest class ship accommodations. Use foreign flag ships that satisfy Joint Federal Travel Regulation (JFTR) and Joint Travel Regulations (JTR) criteria when US ships are not available.

1.4. Ocean-Going Car Ferries. Make sure travel orders authorize using ferries before travel begins.

1.5. Air Movement To, From, Within and Between Overseas Areas. TMO gives first consideration to AMC procured channel (DBOF-T) airlift services, then in descending order of precedence:

- General Services Administration (GSA) airlift contracted through the city-pair program.
- Other US Civil Reserve Air Fleet carriers.
- DoD approved, non-CRAF US Flag carriers.
- Scheduled service on US air carriers that are neither DoD approved or disapproved.
- DoD approved foreign flag carriers.
- Scheduled service on foreign air carriers that are neither DoD approved or disapproved.

- Other US military organic lift, when available, within and between overseas areas.

1.6. Using Commercial Air Service Within CONUS. TMOs select the commercial service, giving first consideration to government contract carriers, that meets the traveler's mission requirements for the lowest overall cost. Air Force activities serviced by multiple airports should use the government contract fares for the airport that meets the mission requirements of the traveler or authorizing official.

1.6. (AFMC) Complaints on airline service should be reported to HQ MTMC on DD Form 1341R, **Report of Commercial Carrier Passenger Service**, RCS: DD-A&T (AR) 1795 (reproduce locally from DoD 4500.9-R, Part I, Appendix A).

1.7. Using and requesting non-common user military air (MILAIR) for travel. MILAIR is a premium mode of travel involving high costs and limited resources. To prevent misuse and the perception of misuse document all use of MILAIR. For senior officials (general officers, presidential appointees and members of the senior executive service) use AF Form 3908, Military Airlift (MILAIR) Request, to obtain and document airlift support.

1.7.1. For senior official travel to, from, and between overseas areas a cost comparison must be accomplished. Compare cost of commercial air to MILAIR for airlift to and from overseas. Compare cost of commercial air to MILAIR for airlift within an overseas area when a US flag CRAF air carrier can satisfy the travel. This is not intended to force officials within overseas areas to ignore travel security considerations or to indiscriminately use foreign flag carriers when DoD owned and controlled transportation resources are available.

1.7.2. Required Use travelers (SECAF, four-star generals) are required to use military aircraft due to their continuous requirement for secure communications, for security, or for responsive transportation to satisfy exceptional scheduling requirements dictated by short notice travel, which make commercial transportation unacceptable. These travelers must document their travel, however there is no requirement to sign each MILAIR Request form processed to document their travel.

1.7.3. All other senior official travel on MILAIR is categorized as Other Official Travel. This is travel: under unusual circumstances where no other means of transportation will satisfy the mission; which can not be satisfied by a less costly mode or: supported by scheduled MILAIR at no cost to the user.

1.7.4. The senior official traveler completes the MILAIR request and the MILAIR travel authorizing official validates the request. MILAIR travel authorizing officials are:

- MAJCOM/FOA/DRU/ commanders, who approve travel for their vice commander, and designate their vice commander travel authorizing official for their command. When a designated official is absent from the installation or otherwise not available, the person acting in the capacity of the designated official may be authorized to sign as travel authorizing official.
- CSAF/CV for Air Staff two letter principals.
- Air Staff two-letter principals for their offices.

1.7.5. Use of MILAIR by other than senior officials is not restricted. They use the travel provided under normal traffic management processes.

1.7.6. Maximize the availability and use of space available passenger travel on MILAIR. Aircraft commanders, air terminal operators, and senior travelers must ensure seats are made available when there are no official impediments to their release.

1.8. First Class and Business Class (Premium) Commercial Air Service. First class air accommodation may be used, without Secretary of the Air Force (SECAF) authorization or approval, when it is the only scheduled service available, or when such travel meets JFTR/JTR criteria. Otherwise, you may only consider first class air service for security, operational necessity, cost-effectiveness, or medical reasons, and only the SECAF or Under Secretary of the Air Force may authorize this service before travel begins, or approve it after-the-fact. The traffic management office (TMO) may arrange **premium class other than first class (business class) accommodations** when economy or coach class accommodations are not available to satisfy mission requirements, and for persons who have authority under paragraph **1.8.5**.

1.8. (AFMC) All requests for premium-class (first-class and business-class) must go up to the Air Staff through MAJCOM channels. The only exceptions are when first-class is the only scheduled service available (NOTE: This does not permit travelers to use first-class when all coach class seats are full), or when business-class is already approved in paragraph 1.8.5.

1.8.1. Do the following to secure premium class (first and business class) air accommodations authority for persons not otherwise authorized to use them. The traveler or unit commander submits a request to the TMO describing travel plans and circumstances. Submit requests well in advance of travel. First class air travel authorized but not approved in advance, must be submitted immediately after the fact, and include:

- Proposed/actual travel dates and times (as applicable).
- Itinerary and destination.
- Full justification.
- Per diem savings.
- All necessary documentation (tickets, travel notification, travel orders, medical certificate, etc.).

1.8.1. (AFMC) All requests for premium-class service must contain the reason premium-class service is required, a statement from the traveler's orders-issuing authority that the higher cost is acceptable, and the concurrence of base medical authorities, when appropriate.

1.8.2. TMO sends requests originating at base to wing commander for concurrence.

- Request then goes to MAJCOM Chief of Transportation
- Meets criteria, send to HQ USAF/LGT
- AF/LGT processes action through channels to SECAF, and send decision back to originating command.

1.8.3. Requests that originate within a major command headquarters are staffed through the responsible staff director or chief of special office to the command director of staff (or equivalent) for concurrence. Forward those requests for approval to HQ USAF/LGT for appropriate staffing.

1.8.4. At HQ USAF, route requests through the traveler's supervisory chain to the appropriate ACS/DCS (flag officer/SES) for review; then through AF/CVA to the Under Secretary for authorization before travel commences or for approval after-the-fact. Requests originating from within the Secre-

tariat go through the traveler's supervisory chain to the appropriate deputy under or assistant secretary for review; then to SAF/US for authorization before travel or for approval after the fact.

1.8.5. Presidential appointees in Codes two, three and above and three- and four-star general officers traveling overseas on official TDY may travel in business-class international air accommodations. ***This authorization extends to the principal traveler only.*** When business-class service is not available, TMOs may request authority to use first-class accommodations. When the local TMO authorizes business class for travelers not specified in this paragraph, under the provisions of the JFTR/JTR, the TMO documents that no other economy/coach or US Flag air service is available and the traveler certifies that alternate travel dates will not meet mission requirements.

1.8.6. Disapprove the request at any level during the approval process. HQ USAF/LGT returns out-of-channel requests to the sender, without action.

1.9. Using Operational Support Airlift Within the CONUS. Refer to AFI 13-206, *Operational Support Airlift (OSA) Management*, for guidance. TMOs may not request commercial travel for group movement nor permit commercial ticketing, until efforts to secure military airlift end.

1.9. (AFMC) Commercial air will not be requested from the Military Traffic Management Command (MTMC) unless all actions to obtain military airlift are terminated. Check with the command validator (88 ABW/ LGTTP) to ensure military airlift has not been requested prior to contacting MTMC with a commercial group travel requirement. The user submitting the travel request is required to sign a statement acknowledging that all attempts to obtain military airlift will be terminated and failure to comply could result in the loss of funds obligated for the commercial airlift. The user's statement will be retained until the mission is complete. (NOTE: This paragraph also precludes the practice of providing back-up commercial airline tickets when operational support airlift or milair team travel support has been received.)

1.10. Using American Flag Carriers. The TMO or CTO must use American flag carriers for DoD travelers when they are available. This requirement also applies to international foreign military sales (FMS) travel unless the country-to-country agreement includes specific provisions for foreign flag accommodations.

1.10. (AFMC) Guidance contained in this paragraph takes precedence over Joint Federal Travel Regulations (JFTR), paragraph U3125-C1b, and Joint Travel Regulations (JTR), paragraph C2204-B1.

1.11. Using Air Force Aero Club/Fly-it-Yourself Aircraft for Official Travel. Authorize these accommodations in the member's travel orders. Use the criteria for obtaining rental aircraft in AFJI 24-211. The base financial service office is the focal point for reimbursement policy.

1.12. Transporting Military Remains, Escorts, and Relatives of Military Personnel Attending Group Burials. TMOs and mortuary affair officers satisfy travel provisions in AFI 34-501, *Mortuary Affairs*, JFTR, and JTR.

1.13. Foreign Military Sales (FMS) Travel. Government-owned or -arranged air travel is the normal means of travel, and is chargeable directly or indirectly to the FMS funds shown in the travel orders. When the orders indicate that costs are chargeable to FMS funds, you may use foreign flag air service if the country-to-country agreement (case) requires its use and the case contains the authorization.

1.14. Requesting Exceptions to Transportation Policy. The Air Force may authorize transportation at government expense or by government arrangement for members, employees, and persons whom the Air Force invites to travel in the Air Force interest.

1.14. (AFMC) HQ AFMC/CC may approve movement of non-DoD personnel on military airlift within the continental United States with some exceptions when travel is in direct support of AFMC (see DoD 4515.13-R, *Air Transportation Eligibility*). This approval authority may not be delegated.

1.14.1. MAJCOMs submit requests for exception to transportation policy to the Air Force Director of Transportation, Headquarters US Air Force, 1030 Air Force Pentagon, Washington DC 20330-1030, using the format at [Attachment 2](#). Message address: TO: HQ USAF WASHINGTON DC//LGT//, INFO other offices and agencies that need involvement.

1.14.2. The Directorate of Transportation staffs the request for approval or disapproval.

1.15. Family Member Travel. Dependents may not accompany their sponsor on official business at government expense. This includes space available or space required unfunded movement on military aircraft and DoD funded movement on military or commercial aircraft. Spouses will travel with their sponsor on official travel at government expense only when there is an unquestionable official requirement in which the spouse is actually to participate in the function requiring the travel or it is deemed in the National interest because of a diplomatic or public relations benefit to the country.

1.15.1. Four-star generals and flag officers may approve travel of their spouses when the travel satisfies the criteria in [1.15](#). Certain other designated three-star overseas commanders are authorized to approve their spouse's travel when it satisfies the criteria. In addition, four-star MAJCOM commanders may approve the following spouse travel for personnel assigned to their commands before travel commences:

- Numbered Air Force (NAF) commander's spouse travel for visits to NAF bases. These trips are limited to two per year; these visits may only be to host wing/bases subordinate to the NAF, but may involve more than one base per trip. Also, travel in conjunction with change of command ceremonies where the commander is either conducting or participating (assuming or relinquishing command) in the ceremony (these trips do not count as one of the two trips per year base visits).
- Spouse travel and attendance at wing commanders'/senior enlisted advisors' annual conferences.
- Squadron commander orientations. Sponsors of spouses attending must be a current squadron commander and have remaining tenure of at least 12 months. Only one trip to the orientation conference is authorized during the sponsor's tenure as a squadron commander.

1.15.1. (AFMC) First Bullet. These trips are limited to two trips per year, may involve more than one base per trip, and can include major tenant units as long as they are part of one continuous trip with visits to bases where units are host. Change of command ceremonies where the Air Force member is either conducting or participating (assuming or relinquishing command) in the ceremony. These trips do not count as one of the two trips per year to NAF units (CSAF/CV Msg, 031004Z May 96).

1.15.1. (AFMC) Third Bullet. Applies to sitting commanders, commander equivalents, and commander designees selected through quota control procedures without regard to current command of

assignment. Only one trip to a MAJCOM orientation course during the sponsor's tenure is authorized (CSAF/CV Msg, 031004Z May 96).

1.15.1.1. (Added-AFMC) Only SMC/CC within AFMC is considered the equivalent of a NAF commander and then only for visits to Kirtland AFB (CSAF/CVA Msg, 171531Z May 94).

1.15.2. Other requests for travel, including those originating from the Air Staff or from MAJCOMs without four-star commanders, must be forwarded through command/Air Staff channels to HQ USAF/CC, HQ USAF/CV or HQ USAF/CVA for approval. Requests should arrive not less than 10 working days prior to desired travel date. Provide an information copy on all requests to HQ USAF/LGT.

1.15.3. All requests for family member travel regardless of approval level, will include the following information and the documentation must remain on file for two years:

- Spouse and sponsor name, rank, unit and base assigned.
- Purpose of the trip, destination, and inclusive dates of travel.
- Explanation of why furnishing transportation is in the best interest of the Air Force.
- Explanation of why commercial air transportation could not/should not be used when requesting travel on military airlift.
- Precedents (if available).
- Dates, location, itinerary, events, spouse's role in events, conference agenda, and other significant participants.
- For general officers' spouse travel give number of command dependents and dates of previous visits at proposed locations to visit.

1.15.4. MAJCOMs should submit requests for spouse travel through their director or chief of transportation and director of staff, or equivalent.

1.16. Gifts and Gratuities. The traveler must turn in all gifts, gratuities, and carrier payments received during Government travel to the base financial services office. Use the JFTR/JTR, Chapter 2, in situations involving compensation for "denied boarding."

1.17. Using United States-Owned Foreign Currencies for Travel and Transportation. In overseas areas, use US military transportation services for official travel and transportation. When arranging for commercial travel services to, from, and between countries listed in the JFTR/JTR, use US flag carriers when they are available.

1.17.1. Use US-owned excess foreign currencies to the maximum extent possible, even if the Air Force has to pay more for services.

1.17.2. If US flag carriers don't take the currency for reduced fare tickets, buy regular fare tickets.

1.17.3. Do not make travel arrangements with US flag carriers that will not take any kind of US-excess foreign currency.

1.18. Travel Time Extensions:

1.18.1. Separates and Dependents (JFTR, U5125/5225). MAJCOM/FOA/DRU may authorize time extensions for up to six months after normal travel and transportation time limitations. Exten-

sions beyond six months go to Joint Personal Property Shipping Office-San Antonio (JPPSO-SAT) for approval. Disapproval authority is at HQ USAF/DPPC. Requests must be for hardship to the member or dependents that will result when their entitlement expires at six months after separation from the service.

1.18.1. (AFMC) MAJCOM approval authority has also been delegated to the Joint Personal Property Shipping Office (JPPSO), San Antonio TX (HQ USAF/LGTT Msg, 292001Z Jun 94).

1.18.2. Travel to Home of Selection (JFTR, U5130/5230). Joint Personal Property Shipping Office-San Antonio (JPPSO-SAT) is the approval authority for an initial extension beyond the basic one year period following separation from the service.

1.19. Assigned Responsibilities:

1.19.1. Secretary of the Air Force approves:

- Premium class travel accommodations (delegated to the Under Secretary of the Air Force).
- Any exceptions to transportation policy. (Under Secretary of the Air Force delegated approval authority; heads of Secretariat offices approve MILAIR for their staffs)
- Spouse travel for spouse of members of the Secretariat (delegated to Chief of Staff, Vice Chief of Staff, and Assistant Vice Chief of Staff; also delegated to four-star commanders for their, commanders and senior enlisted advisors' annual conferences, squadron commanders spouse orientation courses (one conference during the squadron commander's tour, and NAF commanders visits (two annually).

1.19.2. Chief of Staff of the Air Force Approves:

- Exceptions to transportation and travel policy to permit travel of persons and materiel, not otherwise eligible, when movement is in the Air Force interest (delegated to Vice Chief, and Assistant Vice Chief).
- Spouse Travel (delegated to Vice Chief of Staff and Assistant Vice Chief of Staff).
- MILAIR use for senior officials' passenger movement (delegated to Vice Chief and Assistant Vice Chief of Staff).
- PCS travel for four-star general officer affected by extremely short notice assignment, late Senate confirmation, or some contingency (delegated to Vice Chief of Staff).

1.19.3. Director of Transportation, Headquarters US Air Force (HQ USAF/LGT):

- Oversees passenger movement programs.
- Cooperates with other uniformed services on transportation matters.
- Develops and publishes policy for passenger transportation.
- Staffs requests for premium class travel accommodations that require Secretary of the Air Force decision.
- Staffs actions for transportation and traffic management issues that require Chief of Staff decision.

1.19.4. Director of Civilian Personnel, Headquarters US Air Force (HQ USAF/DPC):

- Supervises all aspects of the civilian movement program.

- Is the office of primary responsibility for Joint Travel Regulation, Volume 2.

1.19.5. The Surgeon General, Headquarters US Air Force (HQ USAF/SG):

- Is responsible for the medical aspects of the Air Force passenger movement program.
- Establishes medical standards for travelers for transoceanic travel.
- Determines eligibility for aeromedical evacuation.

1.19.6. Theater and Overseas Commands:

- Move travelers and patients within their commands and theaters.
- Authorize travelers to use their POV for PCS travel into, within, and from their commands.
- Ensure that aircraft passenger seats excess to official requirements on DoD transport aircraft are offered to eligible travel-ready space available (Space A) personnel originating their travel within the theaters and overseas areas.

1.19.7. Major Commands:

- Provide staffing, office space, and equipment for passenger movement offices.
- Provide guidance and instructions for establishment of base commercial travel offices.
- Rule on requests for services or authorizations, as empowered by this instruction or other regulations.
- Submit requests for exceptions to transportation policy to HQ USAF.
- Ensure that aircraft departing their bases offer excess seats to eligible travel-ready Space-A personnel who sign up for such transportation. Maintain Space-A registers and accept Space-A registration from eligible travelers via automated means (fax, etc.).

1.19.8. Air Mobility Command (AMC):

- Operates a passenger reservation system for international air travel on DBOF-T channels.
- Operates gateway aerial ports of embarkation and debarkation.
- Evacuates medical patients by air in CONUS and inter theater.
- Makes international travel reservations, when they get a request.
- Processes passengers for air movement: visas, and passports; arranging for emergency pay, ground transportation, quarters, and messing, etc.
- Provides emergency services to arriving and departing travelers.
- Support overseas theater and MAJCOM intertheater movement requirements.
- Maintains the Space A travel register at AMC bases; the host wing commanders may delegate this responsibility to the AMC terminal units where these units are tenants on the installation.

1.19.9. Base Personnel Offices:

- Implement Air Force personnel policies regarding relocating members, employees, and dependents.
- Provide information and orders for all PCS and centrally controlled TDY personnel movements to TMO to facilitate appropriate transportation arrangements for Air Force travelers.
- Issue proper travel orders for relocating personnel.

- Tell travelers to report to TMO for their travel arrangements.

1.19.10. Wing Commander:

- Appoints TMOs.
- Ensures that TMO has adequate staffing, office space, equipment, and customer comfort items.
- Ensures that members, employees, and dependents get proper orders for cost charge travel when travelers report to their bases without funds.

1.19.11. Orders Issuing and Travel Approving Officials:

- Give travel orders to travelers who will move at government expense or by government arrangement.
- Provide for special conveyances, accommodations, services, and authorizations in the orders.
- Give orders to indigent official travelers, as needed, so that TMO/CTO can provide cost charge transportation.
- Tell official travelers to report to TMO/CTO to arrange their travel.
- Within CONUS, do cost comparisons between commercial and military air to find most economical means of air travel.

1.19.12. Traffic Management Office (TMO):

- Responsible for meeting official travelers' requirements, including reservations and tickets.
- Acts on travel and transportation matters.
- Is the functional point of contact with CTOs and transportation companies.
- Arranges economical transportation for DoD travelers.
- Ensures that CTOs provide services under their contract.
- Gets port calls and gives information to all parties.
- Ensures CTO arranges vehicle rentals for JFTR/JTR travel.

1.19.12.1. (Added-AFMC) AFMC Passenger Terminal.

- Maintain a space-available register according to DoD 4515.13-R.
- Provide all departing properly manifested passengers an AFMC Form 89, **Boarding Pass**.
- Manifest all departing passengers on DD Form 2131, **Passenger Manifest**, or an automated equivalent. Retain manifests according to AFMAN 37-139, *Records Disposition Schedule*.

1.19.13. Air Force Travelers:

- Provide travel orders when required to TMO.
- Use the routings, tickets and accommodations given to them by the CTO/TMO.
- Comply with instructions from personnel offices, TMO, and the AMC terminal, when applicable.
- Get all transportation documents from the CTO/TMO.

- Turn in all unused tickets to TMO and all gifts and gratuities to financial services office.
- Fill out and sign all documents, certificates, and statements when personnel or TMO asks.
- Ask for circuitous travel or other special authorization well in advance of travel to ensure proper staffing.
- Travel in attire that satisfies Air Force and DoD 4500.54-G, *DoD Foreign Clearance Guide*, requirements.

Chapter 2

COMMERCIAL TRANSPORTATION REPRESENTATION AND SERVICES AT AIR FORCE BASES

2.1. Selecting the Level of Travel Service. Select levels of travel service providers in the following descending order:

- Full-service commercial travel offices (CTO).
- Teleticketing arrangements with CTOs.
- In-house electronic reservation and ticketing service (ERTS) automation.

NOTE:

Bases operating under the DoD/SATO Memorandum of Understanding (MOU) when the Air Force publishes this AFI may continue to do so until their base closes (when on a BRAC list) or until the base awards a contract to a full-service CTO.

2.2. Selecting Contractors. Commanders select CTO services for official and leisure travel on a competitive basis in accordance with Air Force and Federal contracting policies. The MAJCOM or theater commander also may permit an additional morale, welfare, and recreation (MWR) CTO to operate on Air Force installations when the volume and type of service justify.

2.3. Allocating Space and Facilities. Wing or installation commanders provide sufficient space and facilities to operate a commercial travel office. Commanders also situate the TMO passenger function and the CTO together.

2.3.1. The base provides office space and Class C telephone service for the CTO.

2.3.2. The CTO provides furnishings, safes, and commercial telephones for their own use.

2.4. Changing the Status of the CTO. The TMO notifies their MAJCOM and sends an information copy to HQ USAF/LGTT when opening, terminating, or making changes to their CTO contracts.

Chapter 3

MOVING PASSENGERS TO, FROM, AND BETWEEN CONUS AND OVERSEAS, AND WITHIN OR BETWEEN OVERSEAS AREAS

Section 3A—International Air Travel

3.1. Arranging Routes and Reservations. TMOs use the routes in the *AMC Channel Sequence Listing*, *MTMC Routing Guide for DoD International Air Travel*, *GSA International City-Pairs*, *Transportation Facility Guide* and other appropriate industry publications and service directives.

3.1. (AFMC) Requests for international TDY travel should be submitted to the travel office on AFMC Form 87, **Request for Overseas TDY Flight Reservations**.

3.1.6(Added). Prolonged Overseas Travel. Travelers should be advised of provisions in the JFTR, paragraph U4325, and JTR, paragraph C1058, which permit arrival at the TDY station up to 24 hours prior to the start of duty. This early arrival would be in place of a rest stop.

3.1.6.1(Added). Rest stops are only provided for over-seas travel when authorized in the traveler's orders. Orders cannot direct where the stop will be made. That decision is made by the transportation office.

3.1.1. Obtain commercial air reservations for official travel from the CTO or through direct contact with the appropriate American flag carrier when a CTO is not available.

3.1.2. Obtain port calls from the AMC Passenger Reservation Center (PRC) by telephone or via PRAMS when routing specifies DoD-owned or -controlled airlift.

3.1.3. Route passengers between rate favorable points when DoD-owned or -controlled airlift is not available to satisfy mission requirements.

3.1.4. When comparing costs, include transportation costs or monetary allowance in lieu of transportation (MALT). Contact the financial service office for assistance in computing MALT costs.

3.1.5. Use American-flag Civil Reserve Air Fleet (CRAF) carriers to the maximum extent.

3.1.6.2. (Added-AFMC) Rest stops should not be scheduled at a location where continuation of travel the following day is of such duration that an additional rest stop would be authorized if the rest stop were actually the origination point.

3.2. Determining Rate Favorable Points Between Duty Stations:

3.2.1. The TMO/CTO routes PCS travelers from the most rate favorable point serving the old PDS or authorized departure point as reflected in the travel order or by entitlement. Travelers are routed to the most rate favorable point serving the new PDS or authorized debarkation point. For air movement, use the order of precedence in paragraph 1.5. to assist in determining the rate favorable point.

3.2.2. TDY travel must originate from the most rate-favorable point serving the member's duty station or place ordered to duty. The Air Force may bill CTOs for excess costs if they arrange TDY travel from other departure points. Travel orders specify all segments where authorized travel may originate.

Section 3B—Port Calls

3.3. Submitting PCS Port Call Requests. The local civilian or military personnel office decides when to get port calls for official travel to, from, and between overseas areas. The personnel office identifies all specific travel needs and submits the request on AF Form 1546, **Request for Flight/Surface Reservations**, or any other automated request to the servicing TMO. The TMO secures the travel reservation from the PRC, CTO or carrier, and passes the confirmed flight or vessel information back to the requester.

3.4. En Route Notification. The CTO/TMO provides official travelers with telephone numbers to notify the PRC or carriers of delays that may affect them meeting the scheduled AMC port calls. When the traveler is:

- Within CONUS, Alaska, and Hawaii (except Illinois), Puerto Rico, or the Virgin Islands, call 1-800-851-3144.
- Within Mexico, Canada, Haiti, Panama, Samoa, US possessions, and in the state of Illinois, call 1-618-256-4901 collect.
- Within other overseas theaters, use the phone numbers provided by the CTO/TMO.

3.5. Port Call Procedures for Round Trip Official Travel. The home station TMO makes round-trip reservations and issues travel documents when the TDY is 30 days or less. When the TDY exceeds 30 days, the CTO/TMO at either the origin or TDY location may make return reservations and issue return travel documents.

3.6. Ready Reserves Called to Active Duty for Training or Extended Duty. Air Force Reserves and Air National Guard units process travel arrangements when their members receive orders to report for overseas training. Members of the individual reserve, such as mobilization augmentees ordered to active duty for training in an overseas area, receive their instructions by contacting the Air Reserve Personnel Center (ARPC).

3.6.1. The TMO/CTO provides round-trip reservations for ready reserve members with DoD-owned or -controlled air service, or commercial air when DoD service is not available to meet civilian employment commitments.

3.6.2. Members must have travel orders before the CTO/TMO issues the tickets.

Section 3C—Circuitous Travel

3.7. Circuitous Travel (JFTR, U5116E). The Air Force defines circuitous travel as any route other than the one that a transportation officer normally prescribes between the designated locations (see JFTR, appendix A). Military members and their accompanying dependents may obtain approval for circuitous travel in connection with PCS travel to, from, and between overseas areas. The traveler pays all costs that exceed those of the normal route. The MPF authorizes and put the authority for circuitous travel in the travel order.

3.7. (AFMC) Guidance contained in paragraph 1.2.3(Added) of this supplement applies here as well. However, travelers may pay for excess costs on Air Mobility Command (AMC) aircraft used as part of their circuitous travel. The excess must be paid by the member to the local FSO prior to receiving the authorization for travel by AMC aircraft. (NOTE: This paragraph applies only to military permanent change of station (PCS) travelers and their accompanying dependents.)

Section 3D—Traveling Overseas Via Ocean

3.8. Authority. Official travelers may use ocean-going vessels when a competent medical authority validates the need.

3.8.1. Military dependents may use ocean transportation at Government expense when they have a current medical certificate validated by the command surgeon that shows a medical need for surface travel.

3.8.2. Military members may accompany their dependents who have medical validation to use vessels.

3.8.3. Civilian employees may use surface means at Government expense if they have a current medical certificate validating the requirement. Sponsoring employees may also accompany their dependents who have medical certificates validated by the command surgeon.

3.9. Travel Order. The orders-issuing authority or Authorizing Official includes authorization for surface travel in the travel order.

3.10. Military Sealift Command (MSC) Controlled Vessels. TMOs book passengers on MSC-controlled vessels when they are available. If a traveler's medical certificate requires that a physician be on board, and MSC vessels do not have an on board physician, use a commercial vessel.

3.10.1. TMOs instruct travelers to meet the port call.

3.10.2. The member satisfies all border clearance requirements and obtains necessary travel and entry documents.

3.10.3. CTO/TMO tells travelers to have passports, visas, immunization records, etc., in their possession before they begin their travel.

Chapter 4

USING GTRs, MEAL TICKETS, MTWS, UNIQUE CONTROL NUMBERS AND GOVERNMENT SPONSORED INDIVIDUAL CHARGE CARD

4.1. General. This chapter expands the guidelines of AFJI 24-211 (Joint) for GTRs and AFR 76-16 (Joint) for guidance on assigning unique control numbers to travel orders for AMC travel.

4.1.1. TMOs must maintain a supply of accountable passenger movement forms to satisfy their installation's mission.

4.1.2. Acting transportation officers get their blank forms and instruction for their use from their TMO.

4.1.3. (Added-AFMC) Travelers, or anyone picking up tickets for travelers, must sign for tickets at the time they are received.

4.2. Transferring Blank GTRs. Blank GTRs are accountable forms. Maintain a complete audit trail when you transfer them. Use automated forms or AF Form 213, **Receipt for Accountable Form**, to record the name, title, and signature of the persons transferring and receiving the GTRs, meal tickets, and MTWs. AFI 37-161 contains guidance on transfer of accountable documents.

4.3. Safeguarding GTRs. TMOs must store blank GTRs in a locked container after duty hours. Advise travelers to safeguard completed GTRs until exchanging them for tickets. Do not issue documents to travelers when they lose or misplace the first set.

4.4. Maintaining Records. Files normally include:

- A copy of the GTR (SF 1169c, The United States of America Transportation Request).
- A copy of each set of meal tickets issued in connection with the GTR.
- A copy of each AF 529, Request for Air Carrier Service, or Passenger Name Record (PNR).
- A copy of each set of travel orders.
- All correspondence regarding the GTR.
- All memoranda on reservations, routing, and fares.

4.4.1. Record each GTR issued on an automated form or AF Form 1332, **Government Transportation Request and Meal Ticket/Register**. Dispose of records in accordance with AFI 37-133, vol. 1.

4.5. Transporting Security Assistance (SA) Trainees. List the names of all travelers on the GTR when you provide transportation to SA trainees. For large passenger movements, attach a list of passenger names to the file copy of the GTR. Show the total number of travelers in parentheses for each fund citation when you use more than one fund for group travel.

4.6. Air Transportation Tax on International Travel.

4.6.1. Pay this tax only when it applies. The domestic portion of an international trip is tax-exempt when the layover at the transfer point is less than 12 hours. This exemption applies to:

- Connections between commercial airlines at a commercial airport.

- Arrival at a commercial airport.
- Departure from an international airport.
- Departure from an AMC APOE.

4.6.2. To ensure that carriers extend the tax-exemption privileges to official travelers, identify the connecting international flight information on the GTR, AF Form 529, or the PNR for the domestic air travel. Place the identifying data on the GTR in the "special accommodations and requirements" block. When using the AF Form 529 or PNR, place the data in the "itinerary" block.

4.7. When Not To Issue GTRs. Do not issue GTRs:

- For unofficial or leisure travel.
- For preparation by individual travelers, except to persons appointed acting transportation officers.
- To travel agencies, except as authorized in the JFTR/JTR. **NOTE:** This restriction does not apply to travel agencies approved by HQ USAF/LGTT.
- For military furlough and leave fares.
- To members being separated or released from active duty, unless the FSO certifies that separation MALT allowances have not and will not be paid. File a copy of the certification with the issued tickets.
- For transportation costing less than \$50.

4.8. Persons Authorized To Sign GTRs in Emergencies. Any commissioned officer or senior non-commissioned officer in the pay grades E7 through E9 or above who is on duty at the place of issue may sign a GTR in emergency situations when other authorized personnel are not available. Sign the GTR over the typed or printed name of the responsible TMO.

4.9. Designation and Responsibilities of Acting Transportation Officers. Travel orders may designate a traveler as an acting transportation officer for the purpose of issuing their own GTRs. Travelers receive this designation to meet official travel situations, not for personal convenience.

4.9.1. TMOs brief acting transportation officers on their responsibilities. Transfer blank GTRs when travelers present proper travel orders. Follow the transfer procedures in paragraph 4.2.

4.9.2. Acting transportation officers must send the issuing office legible copies (SF 1169a and c) of all GTRs within 5 workdays of travel. Attach the GTRs to the travel order.

4.9.3. When they use blanket travel orders, acting transportation officers retain their unused GTRs until their orders expire. At the expiration of the travel orders or end of the fiscal year, they send a list of all unused GTRs to the TMO.

4.10. Traveler's Information. TMOs give travelers essential travel information on:

- Proper safeguards for handling travel documents and carrier tickets.
- Using GTRs and tickets, exchanging GTRs for tickets, and using carrier tickets and meal tickets.
- Reservations, cancellations, and overbooking policies.
- Itineraries, transfer points, local transportation, and rental cars.
- Gifts and gratuities.

4.11. Compensation for Denied Boarding. Carriers that do not allow a member to board an overbooked flight owe the Government compensation. Travelers must turn in any form of compensatory payment that they receive from carriers to the FSO with their travel voucher.

4.11. (AFMC) Travelers may keep payments, tickets, etc., received from an airline for voluntarily relinquishing their seat, but may not be compensated by the government for any additional per diem caused by the delay (see JFTR, paragraph U2010 and JTR, paragraph C1200).

4.12. Traveler's Notations on the GTR. Circumstances may require travelers to arrange for transportation or accommodations other than those shown on the GTR. In these instances, the traveler notes the changes on the GTR before exchanging it for a carrier ticket. Travelers must pay all costs that exceed the value stated on the GTR.

4.13. Disposing of Unused GTRs, Transportation Warrants, Exchange Orders, Carrier Transportation Credit Refund Applications, and Carrier Tickets.

4.13.1. Travelers must understand that these forms are accountable, and must:

- Turn in any unused documents to the TMO at their permanent duty station.
- Sign and attach a statement to the ticket, indicating the date, hour and reason for canceling or changing seating or sleeping accommodations.
- Attach the Government Excess Baggage Authorization Ticket (GEBAT) to the travel voucher.

4.13.2. TMOs receiving unused travel documents must:

- Receipt for unused tickets (use of DD Form 730 is optional).
- File the receipt if the receiving TMO/CTO gave the ticket to the traveler.
- Send the receipt with the tickets to the issuing TMO for disposition.

4.13.2. (AFMC) Receipt for an unused ticket on a copy of the PNR used to issue the ticket. Keep one copy and provide the traveler one copy to be filed with their travel voucher.

4.14. Destroying Unused, Damaged, or Canceled Travel Documents.

4.14.1. Mark "canceled" or "void" across the face of the original unused, damaged, or canceled GTRs, transportation warrants, and meal tickets. Dispose of them in accordance with AFI 37-133V1. Dispose of the remaining copies as ordinary trash.

4.15. Reporting Lost or Stolen Tickets:

4.15.1. Tickets or GTRs Lost While in Custody of the TMO:

4.15.1.1. The TMO sends a report by message to the paying office shown on the "billed to" portion of the transportation procurement document.

4.15.1.2. Include payee's name (if applicable), the serial number of missing documents, and a statement explaining the loss or theft.

4.15.1.3. Notify the designated CTO, the carrier, and other local carriers immediately if the missing or damaged document was fully or partially complete.

4.15.1.4. TMOs who have blank GTRs lost or stolen while in their custody must immediately notify, in writing, their local publications distribution office (PDO) and DFAS, Indianapolis, IN 46249-0601. Give the serial number or numbers of the missing GTRs and circumstances surrounding the loss or theft.

4.15.1.5. When lost or stolen GTRs were ready for the traveler, tell the CTO, carrier, and local agent to not honor them. Follow up in writing to the carrier, and send a copy to DFAS, Indianapolis, IN 46249-0601.

4.15.2. Tickets or GTRs Lost While in Custody of Traveler:

4.15.2.1. Travelers must notify the carrier and issuing TMO immediately and complete a carrier lost ticket refund application. Travelers purchase transportation with personal funds if they lose an issued ticket or GTR. If traveler does not have sufficient funds, the TMO may issue a cost charge GTR using the traveler's orders.

4.15.2.2. Acting transportation officers or travelers who discover the loss or theft of a GTR for which they are accountable immediately notify the issuing office. The accountable person must then follow the procedures described in paragraphs [4.15.1.4.](#) and [4.15.1.5.](#)

4.15.3. Processing Refunds and Replacement Tickets. The issuing office follows these procedures to process refund applications for lost tickets and reimburses members for replacements.

4.15.3.1. Complete SF 1170, **Redemption of Unused Tickets**, after getting the necessary information from the traveler. Attach a copy of the lost ticket refund application, if available, and copies of the original and replacement tickets to the SF 1170. Send a refund request to the carrier for the amount the traveler paid.

4.15.3.2. Suspend a copy of SF 1170, with supporting documents, for 120 days. Initiate tracer action on unanswered requests for refunds on the 121st day and each 90 days thereafter for up to one (1) year from date of the initial SF 1170.

4.15.3.3. If they do not respond within one year, package up all correspondence and documentation with the member's case file and annotated copy of SF 1170. Send the package to the Defense Accounting Office (DAO) with the statement, "No Response Received from Carrier."

4.15.4. Using Personal Funds To Purchase Transportation. Travelers who lose a completed GTR or have one stolen must buy their own transportation. After completing the travel, they may request reimbursement using travel vouchers (see AFR 177-103, *Travel Transactions at Base Level*). Travelers without funds may request a cost-charge GTR. Dependents may obtain cost-charge transportation under JFTR, paragraph U5237; civilian employees under JTR, paragraph C2255 and C2256. **NOTE:** Civilian travelers must also ask civilian personnel for specific documentation they need for cost-charge transportation.

4.15.5. Recovered GTRs. When you recover GTRs, TMOs follow the procedures specified in paragraph 4.14.1. Dispose of the GTRs by marking the AF Form 1332, shredding the documents and disposing of them as common trash.

4.16. Requesting Temporary Reimbursement for Financial Hardship. The member may submit a request for reimbursement through the local FSO.

4.17. Processing Direct Refunds from Carriers. When a carrier provides a refund for an unused ticket, the TMO completes a (DD Form 1131, **Cash Collection Voucher**) and sends the refund check to the FSO. When someone tells the CTO/TMO the lost tickets have been used, the TMO forwards a letter to the FSO for the traveler to reimburse the government for the cost of duplicate transportation.

4.18. Recording Fiscal Data on the GTR. Enter:

- The applicable element of the appropriate accounting classification from the travel orders as the first line item in the fiscal data block on GTRs. Don't enter any other data on the first line.
- Any reference matter that the respective agencies may need for fiscal accounting.
- The authority for travel on the next line below the accounting classification (SO: A-179, HQ 1300 ABQ MAFB AL 23 Nov. 88). Designate TDY or PCS, as appropriate.
- Authorized extra-fare services.
- Miscellaneous fiscal data on the GTR reverse that does not correlate with a designated block on the GTR face.
- Any other data on the front or reverse of the GTR (as space permits) that may help the FSO verify correct charges.

4.18.1. Send a copy of each GTR, with travel orders, to the local FSO on the day of issuance to verify the accounting classification. Refer any questions on propriety of accounting classifications to the nearest FSO.

4.18.2. TMOs may make pen and ink changes to EEICs (407 for and 408 for GTR) rather than requiring an amended order.

4.18.3. AFJI 24-211 (Joint Pub) specifies the general entries to make on a GTR when TMOs issue individual GTRs for travel or accommodations. Place the additional data in 4.18.1. on GTRs issued to Air Force travelers.

4.19. Local Payment Procedures (LOPA). Mandatory for Air Force contracts awarded after publication of this AFI. Use a single GTR to buy tickets during a **specific** ticketing period (i.e., daily, weekly, monthly). The TMO, FSO, and ticket provider jointly agree on the period.

4.19.1. The TMO:

- Tells the ticket provider the GTR number to use for each ticketing period.
- Complete AF Form 1332 to account for expenses.
- Reconciles the GTR with all chargeable tickets.

4.19.2. The TMO prepares the GTR by marking the following blocks:

- **Bureau or Office:** Enter "Agency Accounting Organization."
- **Fiscal Data:** Enter "Period covering (ticketing period)." Type in "Accounting Classification" and enter "Various number of tickets and (total cost)."
- **Travelers, Others, and Dependent:** Enter "various."
- **Special Accommodations and Requirements:** Enter "Local purchase and payment of airline tickets."
- **Carrier or Agent Tendered To:** Enter the ticket provider.

- *Cities--From--To:* Enter "various."
- *Carrier and Class of Service:* Enter "various."
- *Excess Baggage:* Enter "none."

4.20. LOPA Billing.

4.20.1. The CTO sends these materials to the TMO:

- Three copies (original and two duplicates) of a ticket listing that covers all transactions during the billing period. Minimum entries are GTR number; billing date; ticket number; the traveler's name; and the ticket's cost.
- Three copies (original and two duplicates) of a completed SF 1113, **Public Voucher For Transportation Charges.**

4.20.2. The TMO staff:

- Reconciles and certifies the CTO's ticket listing.
- Ensures that an authorized representative of the CTO has signed the SF 1113.
- Ensures that all documents are accurate and all tickets are properly chargeable to the GTR number shown on the SF 1113.
- Resolves any billing discrepancies with the CTO.

4.20.3. An authorized TMO representative signs SF 1113 in the "Verified By" block and assembles the documents. In this order, attach:

- The original GTR, original copy of the ticket listing, and a copy of each PNR and special order (in ticket number order) to the original SF 1113.
- The GTR (SF 1169a), a copy of the ticket listing, a copy of each PNR and two copies of each order to the second copy of the SF 1113.
- A copy of each order and PNR for each traveler or group of travelers to the third copy of the SF 1113.

4.20.4. Following verification, the TMO submits the original GTR, the duplicate certified vouchers (with supporting documents), and the triplicate vouchers (without documents) to the FSO for payment.

4.20.5. The FSO puts the voucher number on the triplicate copy and returns it to the TMO for filing.

4.20.6. The TMO attaches all related documents to the returned triplicate voucher and files it in accordance with AFI 37-133.

4.21. Group Travel by Commercial Carriers. The origin station issues GTRs, AF Form 529, or PNRs for group travel. Refer to AFJI 24-211 when AMC provides a Commercial Air Movement (CAM) for CONUS travel.

4.22. Making Changes to GTRs. Travelers, their agents, or carrier personnel may not make changes to an issued GTR. Place necessary annotations on the reverse side.

4.23. Distributing GTRs After Issuance. See AFJI 24-211 (Joint), chapter 53, for guidance.

4.24. Carriers' Responsibilities. Carriers must comply with the information on GTR. The Air Force does not pay excess costs that may arise when the carrier deviates from routes, mode, accommodations, even though the changes may result from oral instructions. The carrier may provide transportation or accommodations only for the exact number of persons shown on the GTR, except for those allowances in a carrier's tariff.

4.25. Furnishing Transportation to Personnel Without Funds.

4.25.1. Cost Charge Transportation. TMOs may issue cost charge transportation when the traveler:

- Has a copy of the original travel order.
- States that authorized transportation has been previously given.
- States that a travel advance covering authorized travel has been paid.
- Is on leave or AWOL without funds to return to the duty station.

4.25.2. Issuing Travel Documents to Members with Orders (PCS and TDY). Cite the original order and appropriation shown as the authority. Replacement transportation will be the same as originally provided.

4.25.3. Providing Transportation to Air Force Members Without Prior Orders. Bases may issue transportation to active duty members on ordinary leave, AWOL, deserters, and absentees. The base orders-issuing authority issues the order that allows the member to travel to the appropriate duty station. Cite the locally prepared order as authority. The military pay appropriation cite: for Officers, 57 * 3500 32 * P510 S503725; for enlisted members, 57 * 3500 32 * P530 S503725 (insert applicable fiscal year in place of asterisk).

4.25.4. Certificate Required of Officer. Officers receiving cost-charge transportation sign certificates (in duplicate) stating that they agree to pay the cost involved or authorize collection from their pay. Give the original certificate to the member and place a duplicate copy in the file with the travel documents.

4.25.5. Annotating Transportation Requests. See AFJI 24-211, table 53-1, item 2e(2).

4.25.6. DD Form 139, Pay Adjustment Authorization. (Not applicable to Air Force members) When members of other uniformed services report to Air Force bases without funds, and need transportation to their duty station, TMO will provide cost charge transportation using their travel orders. If members are without orders, ask them to go to the base agency responsible for issuing orders. Provide the travel documents. Then prepare DD Form 139, original and five copies, to initiate collection from a traveler's pay account or adjustment of travel account, as appropriate. Send a copy to the appropriate Finance Center:

- Army Personnel: DFAS Centralized Pay Operation; ATTN.: JUMPS Cross-Disbursing, Dept., 20; Indianapolis IN 46249-0601.
- Navy Personnel: Disbursing officer of member's ship or station.
- Marine Corps Personnel: Marine Corps Finance Center; Code (SD2R); Kansas City MO 64197, -0001.
- Coast Guard Personnel: Commandant (FP); US Coast Guard Headquarters; 400 7th St. NW; Washington DC 20591.

4.26. Use of the Government Travel Charge Card.

4.26.1. Air Force members and employees authorized to use the government travel charge card to perform official travel will procure travel services through the servicing CTO using the card, unless otherwise directed by the TMO under unusual circumstances.

4.26.2. TMO's will provide written notification to the traveler or the travelers servicing FSO when directing procurement of airline tickets from a source other than the CTO.

4.27. Assigning Unique Control Numbers for AMC Travel.

4.27.1. TMOs assign unique control numbers to travel orders and use the orders for travel aboard AMC international airlift. The TMO or transportation agent certifies the number and maintains a unique control number register.

4.27.2. Construct the unique control number as follows:

- Positions 1-2, first/last name initials of traveler.
- Positions 3-6, last four digits of the SSAN. For foreign travelers use the last four of the passport or other appropriate identification card number.
- Positions 7, serial number for each trip this individual traveler takes during the fiscal year. This number will begin at 0 and run consecutively through 9. Additional trips will be sequenced consecutively from A to Z.
- Position 8, will be the last digit of the fiscal year.
- Example: Yvonne Doe, 987-65-4321, FY 96, First Trip YD432106, Thirty-Sixth Trip YD4321Z6 .

4.27.2. (AFMC) DoD 4500.9-R, Part I, page 103-12, paragraph J4b(3), would normally take precedence, but the latest DoD guidance on construction of the AMC unique control number is contained in AFI 24-101.

Chapter 5

DD FORM 652, UNIFORMED SERVICE MEAL TICKET

5.1. Issuing Meal Tickets (DD Form 652). Follow the guidelines in AFJI 24-211.

5.2. Procuring Blank Meal Tickets. Acquire blank meal tickets, for TMO use, through normal publication distribution channels. TMOs maintain stock only to satisfy their mission requirements.

5.3. Safeguarding Meal Tickets. Meal tickets are accountable forms. TMOs and travelers must safeguard them at all times.

5.4. Keeping Records. Record each meal ticket on the AF Form 1332 opposite the applicable GTR.

5.4.1. The TMO maintains a record copy of the issued meal ticket in a separate folder, in numerical order. Retain and dispose of meal ticket files according to AFI 37-133, vol. 1.

5.5. Enlistment Travel Orders. Issue meal tickets to recruit applicants for enlistment when they move from the recruiting station to the central examining station, or between other places during the actual enlistment process.

5.6. Making Entries on Meal Tickets. AFJI 24-211 (Joint), paragraph 55-8, specifies issuing official's entries on meal tickets. The TMO or recruiting office must also make these entries.

5.6.1. Enter the accounting classification element cited in the travel orders. Contact the FSO for element interpretation. Send a copy of the issued ticket to local FSO.

5.6.2. Enter the GBL Office Code (GBLOC) of the issuing activity under the "Bill To" block.

5.7. Restrictions. Issue meal tickets in quantities only to cover periods of official travel. Do not issue meal tickets to cover a period of authorized leave when travel orders provide for a delay en route.

5.8. Travelers' Responsibilities. Travelers with issued meal tickets are responsible for using and handling them properly. They must return all unused tickets to the TMO.

5.9. Using Meal Tickets. The individual or the person in charge of a group shows the original meal tickets to the vendor before ordering the meal. Sign for the meal cost only.

5.10. Processing Unused Meal Tickets:

5.10.1. Receiving TMO. TMOs cancel unused meal tickets and issue DD Form 730, **Receipt for Unused Transportation Request and/or Tickets Including Unused Meal Tickets**. Distribute DD Form 730 as follows:

- Give the original and one copy to the individual who turns in the unused meal tickets.
- Keep one copy in the meal ticket file, when the original issuing office receives unused tickets.

- Send the original and one copy by a letter of transmittal to the issuing office, if it different from the receiving office.
- Keep one copy with the file copy of the letter of transmittal.

NOTE:

When unused meal tickets contain a specific fund cite, make an additional copy of the DD Form 730 and send it to the local DAO for disposition.

5.10.2. Meal Ticket Issuing Office. Write "canceled" or "void" across the face of meal ticket originals that come back unused, damaged, or canceled for any reason. Dispose of the original in accordance with AFI 33-137, vol. 1, and discard the copies as ordinary trash.

Chapter 6

ACCOMPANIED PERSONAL BAGGAGE

6.1. Authorization or Approval of Excess Accompanied Baggage. Orders-issuing officials may authorize excess baggage in travel orders. Authorizations must provide for members to have necessary supplies and equipment to satisfy their mission. TMOs do not authorize baggage. Carriers transport excess baggage at the tariff rate.

6.2. Customs and Border Clearance. All travelers must satisfy customs and border clearance requirements. See AFIs 24-401 through 405, *Customs and Border Clearance*, DOD 5030.49-R, *Customs Inspection*, and DoD 4500.54-G, *DoD Foreign Clearance Guide*.

6.3. Transporting Small UTCs/Team Accompanying Hazardous Materials. Members may transport arms and ammunition aboard commercial transportation as the carrier's guidelines allow.

6.3.1. Carry-on Weapons in a Peacetime Environment. Federal Aviation Administration (FAA) security regulations generally prohibit travelers from carrying operable weapons in the passenger compartment of civil aircraft during peacetime. Individual airlines may grant exceptions to their regulations when a traveler requires a weapon for official duties during flight. The TMO or CTO must contact the carrier when making flight reservations to ensure that authorized personnel may bring weapons aboard.

6.3.2. Cargo Items During Mobilization and OPLAN Execution. Code of Federal Regulations 14, Section 108.11, *Aeronautics and Space*, permits carriers to let DoD travelers carry weapons in passenger compartments when we contract for or charter the entire civil aircraft for the military services during contingency operations or for training exercises.

NOTE:

The carrier only may give permission to carry weapons in the aircraft passenger compartments.

6.3.3. Movement on Civil Reserve Air Fleet (CRAF). During declared national emergencies, travelers may normally carry weapons aboard all CRAF aircraft operating in support of the DoD.

6.4. Transporting Government-Owned Ammunition and Weapons in Baggage Compartments.

Commercial airlines may permit travelers to transport Government-owned weapons and ammunition in baggage compartments when CTO or TMO notifies the carrier in advance. Contact the carrier or the CTO for procedures.

Chapter 7

FUNDED EMERGENCY LEAVE TRAVEL

7.1. Authorization. When members and dependents learn about an American Red Cross verified family emergency away from their duty stations, they may request travel orders to go to the location of the emergency. The JFTR, chapters 5 and 7, grants the entitlements. See AFI 36-3003 for specific guidelines.

7.2. Travel Points When Using Government Transportation. Provide transportation in accordance with the JFTR. You may also review the chart in DOD 4515.13-R, *Air Transportation Eligibility*, when travel may be on DoD aircraft.

7.3. Members Required to Transit CONUS En Route to and From Emergency Leave Points.

Members may travel through the CONUS at Government expense when traveling between overseas theaters. Members may also return through the same ports at no excess cost. Different entitlements apply when members travel from the CONUS to overseas than when they travel from overseas to the CONUS. Consult the JFTR for specific entitlements.

Chapter 8

FUNDED STUDENT TRAVEL

8.1. Dependent Student Transportation Entitlement. The JFTR grants overseas members round trip transportation for their dependents attending college, and in some cases, a secondary school in the US. Transportation provided is between the member's duty station and the school location, annually. Generally, the funded travel entitlement terminates when the sponsor PCSs to CONUS, on the student's 23rd birthday, or when the student graduates from a 4-year college, whichever occurs first.

8.1.1. Travel from a 2-year junior or community college doesn't terminate travel entitlements.

8.1.2. Members contact their personnel official for program details.

8.2. Port Call Procedures. Apply normal port call procedures to funded dependent student travel.

8.3. Travel Orders. Overseas MPF's issue travel orders with fund citations for student travel.

8.4. Travel Claims. File travel vouchers with the local accounting and finance office.

Chapter 9

VEHICLE RENTAL PROCEDURES

9.1. Publicizing Rental Vehicle Policies. The base CTO/TMO is the OPR for rental vehicles that members use for JFTR/JTR travel and transportation requirements. The CTO/TMO publicizes rental vehicle policies and procedures in base media (for example, bulletins, newspapers, handouts).

9.2. Rental Vehicle Authorization. Officials who authorize travel or issue orders include authorization for vehicle rentals as a "special conveyance" in travel orders.

9.3. Rental Vehicle Reservations. The CTO or TMO reserves, from vehicle rental agencies under Government contract, the most economical vehicle that can satisfy the official requirement.

9.4. Collision Insurance. DoD official travelers do not purchase extra collision insurance when they are traveling on orders according to U3415 c. (2) (a).

9.5. Reimbursement for Lower Cost Vehicle. When a traveler is able to rent a vehicle at a cost lower than the we chose, the traveler may rent the lower cost vehicle and cancel the original reservation. Travelers give a copy of the contract or rate schedule to both the TMO and FSO. Traveler must ensure that the rate is really lower, and includes a no-cost collision damage waiver provision -- TMO or CTO counsels travelers accordingly.

9.6. International Driver's License. DoD travelers on official business who rent vehicles at an overseas location may need an International Driver's License, which they can obtain from most automobile clubs.

9.7. (Added-AFMC) Complaints on rental car services should be reported to HQ MTMC on DD Form 1341R, RCS: DD-A&T (AR) 1795 (reproduce locally from DoD 4500.9-R, Part I, Appendix A).

GEORGE T. BABBITT, Lt General, USAF
DCS/Logistics

Attachment 1**GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS*****References***

Joint Travel Federal Regulations, Volume 1, *Uniformed Services*

Joint Travel Regulations, Volume 2, *Civilian Employees*

DoD Directive 4500.9, *Transportation and Traffic Management*

DoD Instruction 4500.42, *DoD Passenger Transportation Reservation and Ticketing Services*

DoD Directive 4500.43, *Operational Support Airlift (OSA)*

DoD Instruction 4500.45, *DoD Transportation Policy Council*

DoD Directive 4500.53, *Commercial Passenger Airlift Management and Quality Control*

DoD Guide 4500.54-G, *Foreign Clearance Guide*

DoD 4515.13 Regulation, *Air Transportation Eligibility*

DoD 5030.49 Regulation, *Customs Inspection*

AFPD 24-1, *Personnel Movement*

AFPD 24-4, *Customs and Border Clearance*

AFR 75-2 (Joint), *Defense Traffic Management Regulation*

AFR 76-11, *US Government Rate Tariff*

AFR 76-28, *Non-US Government Rate Tariffs*

Abbreviations and Acronyms

ACS—Assistant Chief of Staff

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFM—Air Force Manual (old version)

AFMAN—Air Force Manual (new version)

AFO—Accounting and Finance

AFR—Air Force Regulation

AMC—Air Mobility Command

APOD—Aerial Port of Debarkation

APOE—Aerial Port of Embarkation

ASIF—Airlift Service Industrial Fund

AO—Authorizing Official
CAS—Contract Administration Service
CFR—Code of Federal Regulations
CONUS—Continental United States
COT—Consecutive Overseas Tours
CRAF—Civil Reserve Air Fleet
CTO—Commercial Travel Office
DAO—Defense Attaché Office/Defense Accounting Office(r)
DBOF—Defense Business Operating Fund
DCS—Deputy Chief of Staff
DoD—Department of Defense
DODAAC—Department of Defense Activity Address Code
DoT—Department of Transportation
DTMR—Defense Traffic Management Regulation
DTS—Defense Transportation System
ETA—Estimated Time of Arrival
FAR—Federal Acquisition Regulation
FMS—Foreign Military Sales
FSO—Financial Services Office
FY—Fiscal Year
GSA—General Services Administration
HQ—Headquarters
ITO—Installation Transportation Office(r)
JCS—Joint Chiefs of Staff
MAJCOM—Major Command
MILAIR—Military Aircraft
MOA—Memorandum of Agreement
MOU—Memorandum of Understanding
MSC—Military Sealift Command
PCO—Procurement Contracting Office(r)
PCS—Permanent Change of Station
POD—Port of Debarkation

POE—Port of Embarkation

PTO—Passenger/Port Transportation Office(r)

RFP—Request for Proposal

SOW—Statement of Work

SRAN—Stock Record Account Number

SSEB—Source Selection Evaluation Board

TAC—Transportation Account Code

TDY—Temporary Duty

TMO—Traffic Management Officer

USA—United States Army

USAF—United States Air Force

USMC—United States Marine Corps

USN—United States Navy

WPOD—Water Port of Debarkation

WPOE—Water Port of Embarkation

Attachment 2**SAMPLE FOR REQUESTING EXCEPTION TO TRANSPORTATION POLICY AND SPOUSE TRAVEL**

MEMORANDUM FOR (director of transportation or assistant vice chief of staff, USAF)

FROM: HQ (major command director of staff or equivalent)

SUBJECT: Request for (exception to policy -- or -- spouse travel)

Request that approval be granted for _____ to travel from _____ to _____ on _____ and return (if applicable) on _____.

We provide the following information to assist in your evaluation of this request:

- a. Traveler (if spouse travel, include spouse and sponsor), rank, unit, and base.
- b. Purpose of trip and travel.
- c. Explanation of why furnishing transportation is in the best interest of the Air Force.
- d. Explanation of why commercial air transportation could not/should not be used when requesting military air.
- e. Precedents (if available).
- f. Dates, location itinerary, events, spouse's role in events (if applicable), conference agenda, and other significant participants.
- g. For general officers' spouse travel, number of command dependents at destinations.
- h. Dates of past visits to the destinations.